

Municipal Services Commission
Monthly Meeting
January 21, 2021 – 10:00 a.m.

The meeting was called to order at 10:00 a.m. virtually with Dr. Roy Sippel, Commissioner, presiding.

Present: Dr. Roy J. Sippel, Commissioner, President
Daniel F. Knox, Commissioner
Dr. Allen Hansen, Commissioner
Pamela A. Patone, Secretary

Staff in Attendance: Mary Jane Stubbs, Manager, Treasurer & Human Resource Department; Tara French, Manager, Accounting & Customer Service Department; Jay Guyer, Manager, Water Department; Scott Blomquist, Manager, Electric Department.

Mark Beauchamp and Jillian Jurczyk from Utility Financial Solutions and Mr. Philip Gross from the public were admitted to the meeting.

Minutes – A motion was made and seconded to approve the minutes from the monthly and executive session for the December 17, 2020 meeting. The motion was approved.

Treasurer's Report – Mary Jane Stubbs reporting

Total operating cash balance of \$2,200,667.40. PNC escrow and meter deposit total \$696,573.35 for total cash of \$2,897,240.75. Total investments are \$1,297,708.42. The accounts payable check register was reviewed.

A motion was made and seconded to approve the disbursements as presented. The motion was approved.

Secretary Patone introduced Mark Beauchamp, President of Utility Financial Solutions (UFS). Secretary Patone stated UFS has been providing the cost of service study for both water and electric rates for the last 9 years, and every 3 years there is a cost of service study done and an annual financial projection and updated rate design.

Mr. Beauchamp reported he will be presenting the updated 5 year financial projection for both the water and electric utility and cost of service study results. He is looking for direction from the commission on a rate design as to whether the commission is in agreement of the assessment for rate adjustments that are necessary as well as what classes should be moved and in what direction. He reviewed the key assumptions that were used in building the projection noting there are 3 key financial targets that are reviewed to assess the financial health of the utility. The first is how much cash the utility needs to maintain in reserves by doing a minimum cash reserve calculation, also review debt service coverage ratio noting MSC is generally a low debt utility, and also target operating income which is an accrual rate method of looking at financials. He also stated reviewing the two parts of the cost of service results, one is how each class is recovering their cost, ensuring the revenue you are receiving from the class covers the cost of providing service to the class. The second component is the fixed monthly customer charge usually based on the meter. The cost of service study identifies what the monthly meter charges should be. Currently The MSC is slightly on the lower side, UFS is looking for direction from the commission on how much they would allow to move the monthly customer charge closer to the cost of services results, which will keep

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energy/commodity rate lower. He reported on the key assumptions used in the construction of models stating inflation rate was standard and assuming no growth for the next three years on a modest half percent growth rate in 2025 and 2026. He noted the capital improvement plans have a more significant impact. Mr. Beauchamp presented financial projection factors and calculations for both utilities with and without rate adjustments while maintaining the minimum debt coverage ratio and minimum cash reserve. Mr. Beauchamp also presented developing a bulk rate for water would be one charge for each hook-up and an additional charge per gallon.

Mr. Beauchamp presented his guidance, stating UFS is not proposing a rate change increase for electric but is proposing some movement on increasing residential customer charge by \$1.00 and using that revenue to lower the energy rate. Part of the process would also include the slightest movement of some of the rate classes, some increases and decreases with the 1% bandwidth. He notes two proposals for water to consider, one at 5% and one at 9% overall making sure residential class will see only 4-6% increase on a 5% increase. Fire Protection should remain the same. Secretary Patone and the commission request time to review the results of the study to vote and make recommendations at a later date.

Mr. Beauchamp and Jillian Jurczyk were thanked and exited the meeting.

Accounting and Customer Service Department Report– Ms. French reporting
(See attached report.)

Electric Department Report – Mr. Scott Blomquist
(See attached report.)

A discussion ensued regarding community feedback and the differences in lights at Delaware Street and The Wharf. There are options being explored to address but there are no recommendations to date. Commissioner Hansen requested that we include the city and Mayor. Secretary Patone confirmed she will continue to update all parties.

Commissioner Hansen inquired about the new AMI meters and the ability for remote and physical readings. Mr. Blomquist stated the meters will still have the readings on the face allowing for remote and physical readings, explaining it is not uncommon as customers like to read their own meters.

Water Report – Mr. Guyer reporting
(See attached report.)

Mr. Gross addressed the commission regarding the lighting concern. He mentioned it was not just the light that was different but the color of the light was considerably different. His opinion on Mr. Blomquist's option of retrofitting possibly to a warmer color might be the best option. Mr. Gross offered his availability and appreciation.

Commissioner Hansen asked the management team their opinion on the 10 a.m. commission meeting time, it was the consensus this was a preferred meeting time.

Managers were thanked and excused from the meeting.

Secretary's Report – Secretary Patone reporting

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DEMEC– Secretary Patone reported the regular monthly DEMEC meeting took place January 19th. President McCullar reported on the generation projects, that AMP is reviewing a solar array and DEMEC has provided a non-binding letter of interest for up to 25kw megawatt hours. There is little known about the solar array other than interest, expect more to come which ties into the RPS requirements. She reported under economic development in Middletown there is a 200,000 sq. ft. distribution facility that is interested in talking about making their fleet 100% EV at the facility and making sure the town can support the load. Secretary Patone reported the DEMEC Board reviewed the RPS draft submitted by Senator Hansen. The DEMEC board voted they are not opposed to SB 33 which is different than the bill presented last year as it no longer had a community solar portion. (It was suggested another bill might be presented later this year with community solar) The bill as presented would require 40% Renewables by 2035 for Delmarva and 10% of their RPS in Solar, the municipalities would need to have a comparable plan. The municipalities currently have a plan for 25% by 2025. In addition the bill will resolve the issue that DPL and DNREC have regarding a lawsuit related to the previous RPS bill and the cost cap calculation. She reported Middletown had taken delivery of their AMI meters, noting Milford, Seaford and Newark have already implemented AMI, while Clayton, Smyrna are actively looking into it while New Castle received their presentation last week. Secretary Patone reported the DEMEC Board approved their strategic plan and staff has begun implementation of the plan. The staff presented a social media policy which is under review with the board giving guidance and expectations on staff's interaction specifically as it relates to political issues. She reported the efficiency smart program continues to work throughout all communities, the first 4 initial subscribers are nearing the end of the first 3 year contract and reviewing renewal on next month's agenda. DEMEC is paying for the services which allows all the communities to participate at no additional cost noting there are upgrades to be considered by each community. Secretary Patone reported DEMEC is researching purchasing an EV, there were discussions regarding battery life and resale value. This research consists of talking to the state about their fleet, the state's response is there is not enough history to answer the questions. Most communities are exploring and purchasing EV charging stations taking advantage of the DNREC rebates. She reported on DNREC IT report noting there was an update on the Solar Winds breach, authorities are still investigating the extent of the breach but no critical infrastructure including public utility and local government were affected. Secretary Patone reported Senate Bill 33 was on the agenda for today with the expectation it will get passed without revision.

Old Business

Electric Vehicles Charging Station– Secretary Patone reported the MSC has purchased the EV charging station taking advantage of the DNREC rebate. She stated she has reached out to the planning commission to get on their agenda to find an acceptable location to install the charging station. She reached out to Mr. Baldini the chair of the planning commission on January 14th, he indicated he is researching the possible involvement of HAC (Historical Area Commission) and will get back to her. She stated there has been interest in a TESLA charging station and will continue to accumulate information and research this option. Commissioner Knox inquired if TESLA was different, Secretary Patone confirmed there are differences she will gather and keep the commission updated. A discussion ensued regarding the extension of the DNREC rebate and the possibility of purchasing more stations.

Feasibility Study– Secretary Patone reported at the January 12th meeting, council agreed to move to the next step, which is working with GMB consultants on developing two proposals for a city owned

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property/land. The fee is \$30K to be split with the city, the 15K has been a place holder on the MSC capital budget. She reported Mr. Barthel advised Council approved moving forward. Secretary Patone requested the commission approve as part of the capital budget.

Capital Budget FYE 03-31-2022- Secretary Patone requested approval of the capital budget in January so operations are ready to begin projects on April 01. She stated AMI has been the item requiring the most discussion, noting the most significant benefit is they handle all of the IT portion and the housing of the data and AMP also provides a project manager and would need a project manager from the MSC, which will be the management team as a whole with Secretary Patone being the main contact. Commissioner Knox inquired if a contractor would be required for installation of AMI meters. Secretary Patone confirmed a contractor would be required for the installation of electric meters because of their current project load, but the estimate was prepared with water meters being installed in house. A discussion ensued regarding the labor line items reflecting internal labor not a cash outlay on this budget.

A motion was made and seconded to approve the Capital Budget FYE 03-31-2022 as presented. The motion was approved.

Charter Change regarding appointments – Secretary Patone stated as reported previously it is the desire of the Trustees to no longer make appointments to the commission. The commission has been working with city council to identify what needs to be changed in the charter to accommodate. The commission's attorney recommended having the Mayor's appointee and the councils appointee, appoint the third, he believes this ensures interested and most qualified people are on staff which is a standard procedure in other arbitration situations. Secretary Patone reported the Mayor suggested the charter be changed having the Mayor be an automatic commissioner and the other two positions appointed by the council. The MSC's attorney reviewed this option and suggests instead of having the Mayor be an automatic, make it optional so the Mayor could choose to be on the commission or have the option to make an appointment. Discussions ensued regarding how the charter currently works as it pertains to appointments, as well as what the potential change will look like now. It was agreed it is important to maintain continuity and while both options are viable, the preference would be have the two appointees appoint the third. Because the attorney has support of similar situations, the commission agreed the MSC attorney provide a cover letter in support of the two options with the revision of making the automatic position an optional position.

New Business

Cross Connection Control Program and Manual Review - Secretary Patone reported Mr. Guyer requested this item to be added to the agenda, documentation has been provided to review next month. The program has been in existence for several years and staff would like to review updates and have it reaffirmed which will give the commission a better understanding of how it works.

Personnel Budget – To be discussed in Executive session

Comcast Agreement – Secretary Patone presented the Comcast pole attachment agreement for review noting the attorney is still working on verbiage as it pertains to the responsibility of Comcast, Fiber Tech, Verizon of lines on our poles and underground. A discussion ensued about current lines that are on the ground or hanging low which reiterates the need to have the agreements reviewed and updated. In the past the MSC would make efforts to clear other utility's hanging lines however the utilities would charge the MSC for cutting and securing their lines.

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Before entering executive session Mr. Gross was invited to address the commission. Mr. Gross inquired about the extension of the EV charging station rebate and if installation was included in the rebate. Secretary Patone confirmed there has been an extension and installation is not included in the rebate. Mr. Gross also expressed his opinions on placement of the charging station as well as monitoring. Secretary Patone thanked Mr. Gross for all of his suggestions and encouraged him to attend the planning committee meetings.

Mr. Gross was thanked and exited the meeting.

A motion was made and seconded to enter executive session at 12:38 p.m.

Commissioners returned to general session at 1:10 p.m.

A motion was made and seconded to approve the personnel budget. The motion was approved.


Next Meeting

Commissioners set the next monthly Board meeting to be February 18, 2021 10 a.m., commission meetings will continue virtually via zoom.

Adjournment

A motion was made and seconded to adjourn the meeting. The motion received unanimous approval. The meeting was adjourned at 1:12 p.m.


Patricia Malloy, Stenographer

Approved: 

(Minutes transcribed from recording)

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Accounting & Customer Service Department Meeting Report

January 21, 2021

Prepared By: Tara French on January 14, 2021

- **Billing / Customer Service**

The CSD continues to prepare consumption reports for analysis in usage changes that may have resulted from the COVID-19 pandemic.

The CSD has begun preparing reports for the annual billing audit.

- **Accounting**

Accounting provided the December 31, 2020 Monthly Budget Report by Group Summary by Department and in Total and Investment Performance by Security and Portfolio Holdings by Account at December 31, 2020.

Accounting reviewed the operating budget vs actual through December 31, 2020. The following line items were previously reported:

1. As previously discussed, the Pension expense accounts are expected to be overbudget for the year due to last year's funding not being increased timely.
2. Bad debt expense is overbudget due to the increase in accounts receivable as a result of the pandemic.
3. R&M Hydrants and Hydrant Valves are overbudget for the year due to unexpected repairs from the Spring Hydrant Flushing and a hydrant moved at Carrie Downie. The Water Department will reevaluate other budget line items and defer expenses. The operating expenses are not expected to be overbudget for the fiscal year.
4. Online bill pay fees are overbudget due to more customers using online to pay as a result of the pandemic. However, bank service charges are down significantly due to the switch from MSC's previous online payment site to the new one and overall is underbudget.

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Loss of revenue analysis indicates residential and commercial customers past due balances have decreased from the prior month. Electric, water and waived fees compared to last year are at an estimated loss of \$138,000 but overall the operating budget compared to actual is on target.

- **Benefits of AMI for the Customer Service Department:**

CSD would be able to obtain reads for new customers moving in and current customers moving out in the office at the time of application or disconnection. No need to wait 24 to 48 hours for a manual read by Operations. More efficient for CSD, less paperwork and frees up Operations time to focus on projects.

CSD able to turn past due accounts off in the office – safer for staff to not have to go out in the field.

Data gathered at smaller intervals on a daily basis rather than once a month allows for better customer service in analyzing usage and reviewing with customers.

CSD hopes to have a notification feature that could alert customers as to a potential leak in the home so they can repair and conserve water in a more timely fashion and avoid large bills.

If integrated with other MSC systems, such as outage notifications, could notify customers immediately rather than customers notifying MSC.

More detailed customer portal to be integrated with the billing software to give customer more information on a daily/hourly basis to aid in their understanding of their usage history.

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ELECTRIC DEPARTMENT COMMISSION REPORT

January 21, 2021

Prepared by Scott Blomquist on January 14, 2021

1. Developer Projects:

a. 32 W Third Street:

- I. The owner of this property reached out to us for a cost to put this location underground. Manager Blomquist provided a cost which was paid and the project has been completed.

2. Capital Projects:

a. Van Dyke Village:

- I. There is nothing to update on this project.

b. Delaware Street:

- I. I reported last month that Comcast had completed their transfers. This is was incorrect. They have two services between 3rd and 4th that were not on the design to go underground and a feed that goes to West Third St although the intention was that they would be. I am working with Comcast to come up with a plan.
- II. Verizon has a copper service at 2nd and Delaware St that they are going to transfer to the FIOS. They said they need to give the customer 30 days to be able to force them to the FIOS.
- III. This leaves 2 poles cut off at communications height that still need to be removed. The rest of the poles have been removed and sidewalks repaired.
- IV. Lights Downtown – Although this was not planned for in the Delaware St project as we installed new LED post lights there has been questions from the community about consistency in the lights in the downtown area. There are currently 34 existing HPS post lights. The estimated cost to replace all of these lights is \$80,000. This cost includes the 5 posts and heads at the Wharf which are a different post and head then the rest.

3. Capital Purchases:

- I. There have been no capital purchases over the last month.

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4. Operations:

a. Outages :

- I. We had 1 outage over the last month. One Christmas Eve during the wind storm a tree broke off at 117 New Amstel Ave in Vandyke. This outage affected 8 customers for 3 hours and 20 minutes.

II. 1/01/2020 – 1/01/2021

SAIDI (minutes)	SAIFI (number of interruptions)	CAIDI (minutes)	ASAI (percent)
55.5	0.49	112.7	99.98

SAIDI - is the average outage duration for each customer served.

SAIFI - is the average number of interruptions that a customer would experience.

CAIDI - gives the average outage duration that any given customer would experience.

ASAI - is the Average Service Availability Index.

5. Repairs and Maintenance:

a. Wilmington Road Substation:

- I. The Electric Department performed the monthly inspection at this location.
- II. We received the oil analysis for the transformer and the load tap changer for this location. There were no items found that need corrected.

b. Dobbinsville Substation:

- I. The Electric Department performed the monthly inspection at this location.

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- II. We received the oil analysis for the transformer and the load tap changer for this location. There were no items found that need corrected.

6. Safety:

- I. Daily tailgate sections are performed each morning.
- II. The Safety Committee attended an online webinar about predicting accidents.

7. Capital Budget:

- I. The items on the Capital Budget FYE 2022 are as follows.
 - i. **Vandyke Underground Conversion** - \$648,530.62. This is the carry over amount for this project. No new funds are being requested at this time.
 - ii. **Electric System Wide Underground Evaluation** - \$48,700.00. As we work toward undergrounding the electric system we feel it is wise to come up with a design for the complete system. The projects we have been doing to this point have been projects that will have very little effect on the complete system design. We feel that moving forward the projects will start to have more effect on the complete design and it is wise to make sure we are thinking of each piece so we don't end up with a product that could have been better or less expensive in the long run.
 - iii. **AMI System** - \$357,500.00. This is 1/3 of the cost for the electric portion of the funding.
 - 1. **Benefits of AMI** – There are many benefits of the AMP AMI program for the Electric Department. The AMP AMI program uses Itron which we currently use and are very familiar with although we use an older version of their meters. AMP hosts all of the software for this program negating the need to purchase servers and software. The program offers solutions for outage management, line loss analysis, transformer loading, voltage analysis, and remote disconnect and reconnect. It can interface with SCADA and GIS. All meters would be time of use meters which allows for future changes in rate classifications and design. The electric industry is already seeing a trend with residential TOU rates. All meters are bi-directional for customer side generation such as solar. All meters have

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power quality recording and load profiling. This will help the electric department with understanding and correcting power quality concerns in the distribution system. All meters have theft detection and tamper monitoring which allows for a quicker catch of revenue loss. Customers and Customer Service will have access to interval data which makes determining customer issues easier and helps customers manage their load easier. The MSC would be able to notify customers of an outage at their location negating customer calls. Not every one of these features are included with the base package as some are add on modules. We will need to investigate each adder modules and determine which ones are appropriate for the MSC.

- iv. **Purchase of trailer for Skid steer** – \$12,500.00. This trailer is to haul the new skid steer we purchased. It is the same as the trailer we purchased to haul the excavator we purchased in FYE 2020.

8. Operating Budget:

- I. The Electric Operating Budget has been submitted to GM Patone for review.

9. Cost of Service Study:

- I. The data for this has been submitted to GM Patone.

10. eReliability:

- I. Manager Blomquist updated the eReliability software with our yearly average customer count.

11. EIA-861:

- I. The EIA-861 reporting for 2020 has been opened. Manager Blomquist will accumulate the data and fill out the report.

12. Comcast and Fibertech Crown Castle yearly Billing:

- I. Manager Blomquist updated spreadsheets for the yearly billing for pole attachments for these two utilities.

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Water Department Commission Meeting Report

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Prepared By: Jay Guyer on January 14, 2021

1. Developer Projects

A. Garrison Apartment Complex – 7th Street

1. WUM Guyer and WUS Jaeger reviewed the Punch List items to be completed. The work was scheduled and completed the week of December 28th. WUM Guyer will work with ACSD Manager French to reconcile and finalize the project.

B. Del DOT – SR 9 / SR 273 Delaware Street Railroad Crossing Safety Improvements

1. WUM Guyer and WUS Jaeger marked up drawings with proposed solutions to eliminate 2 of the 3 mains that cross under the RR tracks and forwarded to Del DOT's consultant Century Engineering for incorporation into the plans. WUM Guyer will review the draft plans when received and confirm final plans for performing the work.

C. Delaware Street Repaving – City Project

1. The City has delayed final paving of Delaware Street until Spring 2021.

D. 6th and Delaware Street Traffic Light Replacement

1. WUM Guyer has nothing to update on this project.

2. MSC Projects

A. Automated Meter Reading System – American Municipal Power (AMP)

1. The AMP Advanced Meter Reading Infrastructure (AMI) Presentation at the December Commission Meeting was informative. The benefits of the DEMEC and AMP partnership outlined were reinforced with the increasing number of members choosing to invest Smart Metering Technology. MSC Management recognizes the need to upgrade our aging Automated Meter Reading (AMR) system with a modern scalable system that will provide greater visibility across our water and electric systems. Having timely, accurate meter information available daily will allow for more informed, data driven decisions to be made for efficient system management. MSC will benefit from enhanced meter operations, customer service, improved employee safety, water and electric system operations and planning, and a positive environmental impact. Nearly current detailed, and accurate interval meter reading data will be available for both administrative and field operations. The ability to monitor consumption as well as the option to detect

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possible leaks or continuous use will reduce bills while improving water conservation. It will allow CSR's to provide enhanced customer service to resolve billing and account inquiries related to consumption. An optional Customer Portal will allow customers to view their account on-line at their discretion. Remote turn on / turn off options in the meters improves employee health and safety with reduced exposure to agitated customers, reduced truck rolls, and weather conditions. Optional Outage Management System to monitor the electrical distribution system to quickly identify outages then provide instant notifications to staff for enhanced response. Fewer truck rolls results in reduced fuel consumption, vehicle maintenance, and emissions reducing our carbon footprint. Leak detection and continuous use quickly detected conserves water. Both have positive impacts on the environment. All of the benefits previously mentioned can be expanded upon further defining the benefits of an AMI system. Smart Metering with AMI will allow MSC to proactively manage and support our Mission of providing safe, high quality, and affordable water and electric service to our customers. WUM Guyer supports upgrading our aging meter reading system to an AMI System.

B. Cross Connection Control Survey

1. Water Operators completed the system survey of domestic and fire services as part of our Cross Connection Program. Customer letters were drafted and WUM Guyer, WUS Jaeger, and GM Patone discussed considerations and time line for distribution of notices to our customers. WUM Guyer and WUS Jaeger will start contacting customers with deficiencies to be corrected then follow up with letters outlining the necessary actions to be taken to bring their facilities into compliance. A copy of the MSC Cross Connection Control Manual that was adopted in 2006 by the Commissions is attached for reference.

C. PFAS Sampling - Vessel 2 Carbon Consumption

1. PFAS Sampling was completed in December 2020 on the carbon filtration system to determine the extent of carbon consumption in Vessel 2. A review of the results indicated that the carbon has been consumed at the 87% level with break through into Vessel 1. The carbon in Vessel 2 was last exchanged on March 2019 increasing it to 40,000lbs. Reviewing previous carbon consumed data it is estimated the carbon in Vessel 2 will need to be exchanged in March or April 2021 as break through continues. The total carbon life expectancy is estimated to be 25 to 26 months. WUM Guyer, WUS Jaeger, and CCC's Technical Director Adam Redding discussed MSC's PFAS results. He recommended performing monthly PFAS testing to ensure the full life of the carbon in Vessel 2 is used prior to performing an exchange.

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3. Operations

A. Outages

1. There were no planned or unplanned water outages for the month of December 2020.

B. Reporting

1. ATSDR PFAS Testing in New Castle County – WUM Guyer has nothing to update on the assessment.
2. The Calgon Carbon Corporation (CCC) Pilot Study Test Skid Unit is collecting and transmitting daily data to CCC. The Unit is functioning as designed with no issues and MSC continues to collect bi-weekly PFAS samples. WUM Guyer, WUS Jaeger, and CCC's Technical Director Adam Redding discussed their results and how they compare to MSC. The levels of PFAS compounds being detected in the pilot study using the same carbon are consistent with MSC December 2020 results. Further evaluation will be conducted as more data is collected.
3. DNREC Penn Farm Observation Wells for PFAS – Nothing to update on this project.

C. System Repairs and Maintenance

1. Riverbend Subdivision - Flushed on December 8th and 21st to maintain the required Chlorine Residual.
2. Monthly Meter Reading – Completed on December 14th. Water Operators followed up on water check reads and missed reads.
3. WUM Guyer completed the paperwork and agreement for upgrading our MVRs Software and Hardware Meter Reading System to the new FCS Software and Hardware System. The order is being processed and installation of the upgrade will be scheduled when the equipment is received.
4. AC Schultes started the Frenchtown Road Rehabilitation on December 14th. The motor, pump, and column assembly were removed. The down well Pre - TV inspection was completed on December 17th and observed by MSC Staff. The video was submitted to MSC on December 18th with a recommendation for rehabilitation to follow.

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D. Grants and State Revolving Funds

1. Water Infrastructure Advisory Council (WIAC) Grants – WUS Jaeger and FP Jones have continued updating requested attribute information for horizontal assets in our ArcPro Mapping System. WUS Jaeger and WUM Guyer are working on gathering additional data for the vertical assets. The Samsung Galaxy S5e Tablet was purchased, received, and set up using Arc GIS Field Maps by WUS Jaeger. Basic training has been provided to the Water Operators and the tablet is being deployed in the field for operators to access water distribution system maps that is assisting them with Miss Utility locate requests and general system knowledge. WUM Guyer is working on an updated time line for completing Task 3 and starting Task 4.
2. WUM Guyer followed up with additional questions in reference to project qualifications for SRF Funding. SRF Program Administrator Sandi Spiegel forwarded information from the EPA outlining the criteria for projects that qualify for the SRF Loans and specific projects that are not eligible. WUM Guyer signed up for a CWSRF – DWSRF Loan Webinar Workshop on January 13th.

E. Capital and Operation & Maintenance Budgets

1. WUM Guyer, EUM Blomquist, and GM Patone have started working on the 5 year Capital Budget focusing on FYE 2022 Projects and Purchases for presentation.

Following are the proposed Items for the FYE 2022 Capital Budget:

Water Projects

AMI Metering System – Year 1 of a 2 Year Project \$292,500.00
New Automated Reading Infrastructure System (AMI) to replace MSC's aging Automated Meter Reading System (AMR) installed in 2005. This will be a 2 year project and will be detailed in the AMP presentation to the Commission this evening.

Delaware Street and 6th Street Paving (Carry Over) \$42,500.00
The intersection of 6th and Delaware Street was not paved during the 2019 Cleaning and Lining project. The State will be installing conduits around the intersection for the new traffic light. Paving will be coordinated when their project is completed.

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Prepared By: Jay Guyer on January 14, 2021

Delaware Street 12" Main Extension – 10th St. Crossing (Materials) \$42,410.00
Extending the 12" main and crossing Delaware Street with the new 8" main can be cost effectively completed during the Delaware Street Railroad track closing in July 2021. This will allow MSC Water Operators to open cut and install the new 8" main across Delaware Street and tie into the dead end main on 10th Street. Looping of the dead end main will improve water quality, reliability, and fire flow for the Shaw Town Area.

Delaware Street Railroad Crossing – Water Main (Materials) \$37,500.00
MSC has 3 water mains installed under the Norfolk Southern Railroad tracks, 2 dating back to the 1890's and one dating back to the 1970's. The 2 oldest mains are in direct conflict with the proposed construction project. The goal is to eliminate the 2 old mains crossing under the tracks and have the newest 12" main remain undisturbed. The state has agreed to engineer the water main relocations and have their contractor perform the work prior to the track work provided MSC would supply the materials. The planned start date is July 2021.

Asset Management Project (Reimbursable) – Year 2 of a 2 Year Project \$50,000.00
Part of the \$100,000.00 Grant received from the Water infrastructure Advisory Council, this project will allow MSC to improve our GIS mapping of the water system to better manage our assets. Additionally, it will include vertical assets such as the water tanks and structures. This technology could be used as the model for the Electric Department to improve their GIS mapping system. Current YTD Invoiced equals \$36,829.79 for 3 of 7 tasks completed.

Facilities Projects

No Facilities projects proposed or planned for FYE 2022.

Trucks / Large Equipment

Trailer for Skid Steer – Split Deck Utility Trailer \$12,500.00
This is the same type of split deck trailer purchased in FYE 2020 to haul the new Kubota Excavator. This second trailer will allow the new Kubota Skid Steer to be transported to / from projects without the need to make multiple trips for both pieces of equipment to be mobilized. Additionally, it allows the 2 pieces of equipment to operate independently of each other at the same time at different locations.

MUNICIPAL SERVICES COMMISSION

CITY OF NEW CASTLE, DELAWARE 19720-0208

P.O. BOX 208

<http://newcastlemsc.delaware.gov>

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Water Department Commission Meeting Report

January 21, 2021

Prepared By: Jay Guyer on January 14, 2021

2. WUM Guyer, WUS Jaeger, and FP3 Jones developed and updated the Water Operation & Maintenance Budget for FYE 2022. A draft was submitted to GM Patone for review and discussion on January 6th.

F. Cost of Service Study

1. WUM Guyer completed the updating the Cost of Service Study Spreadsheets and forwarded to GM Patone for review.

G. Equipment

1. The replacement Truck – 3 has been ordered from NuCar Chevrolet with an estimated delivery of 10 - 12 weeks.

H. Personnel and Training

1. No personnel issues to report at this time.
2. WUM, WUS, and Water Operators have attended several training webinars in reference to water operations, treatment, and safety for continuing education hours to maintain their operator licenses.
3. MSC Utility Building Staff completed the required Stormwater Pollution Prevention Training using the presentation materials provided by City Building Official Jeff Bergstrom. This annual training is required for the City to maintain compliance with their Municipal Separate Storm Sewer System (MS4) and National Pollutant Discharge Elimination System (NPDES) permit.

I. Safety

1. MSC Water Operators and when requested Facility Person hold daily morning tailgate talks discussing jobs/tasks to be performed that day, potential issues or hazards to be considered, personal protective equipment to be utilized, and safety concerns.
2. A Safety Committee has been created with a representative from each department volunteering to serve and start the review / update process of the current Safety manual. Members of the Committee participated in Web Training for Predicting / Preventing Accidents on January 5th. The next meeting is scheduled for January 2021.

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3. WUS Jaeger researched program options / costs / benefits of being members of the Delaware Safety Council. MSC renewed our membership.
4. Flagger Training Certification is scheduled for Thursday, February 4th from 9:00am to 1:00pm at the Utility Building. Training will be provided by Delaware Safety Council.
5. CPR / AED and Basic First-Aid Training is tentatively scheduled February 18th from 8:00am to 2:00pm. Training will be provided by Delaware Safety Council.
6. Fork Lift Training will be scheduled during February.

3. Local, State, and Federal Agencies

A. WSCC - Water Supply Coordinating Council

1. The next WSCC meeting is scheduled for January 28, 2021.
2. Nothing to update on the Sub - Committee members from Northern New Castle County.

B. WRA – Water Resource Agency

1. WUM Guyer will resume sending weekly pump data to Jerry Kauffman of U of D.

C. DEWARN – Delaware Water/Wastewater Agency Response Network

1. The next DEWARN meeting has not been scheduled.

D. Water Operator Advisory Council Meeting

1. The next meeting is scheduled for March 4, 2021.

E. Miss Utility of Delmarva Monthly Meeting

1. Miss Utility issued notice that all meetings are suspended until further notice.

End of Report

Attachments: December 2020 Water Works Report
December 2020 Water Outage Tracking Sheet
MSC Cross Connection Control Manual

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Monthly Water Works Report

December 1 - 31, 2020

Prepared By: Jay Guyer on January 14, 2021

Water Production

Month	Year	FT 300		Adjusted Finished Total Gallons	Gallons
		Raw Total Gallons	Finished		
December	2019	11,950,700	11,916,260	Raw	11,436,100
December	2020	11,436,100	11,306,981	Finished	11,306,981
	Difference	-514,600	-609,279	Difference	-129,119
	Percentage Difference	-4.5	-5.4	Percentage Difference	1.1

Well(s) in Operation Days Pumped

Basin Road	Frenchtown Road	School Lane	Cross Roads
	OOS for Rehab	XXX	XXX
		30	1

Water Quality

Average Chlorine Residual	Average pH	Average Fluoride Residual	MSC Average	Goal	Range
			1.35 ppm	1.00 ppm	0.90 - 1.20 ppm
			7.0	7.6	7.4 - 7.8
			0.74 ppm	1.00 ppm	0.80 - 1.20 ppm

General Water System Report

Routine Bacteria Sampling (Office of Drinking Water)	# Collected Results	# Received	# Completed	# of Damages	# Reviewed	# Approved	# Not Approved
	10		10		21	21	0
	Absent		Present				

Miss Utility Locate Requests (Water and Electric Locates)

Building Permit Review (Water Related Conflicts)

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Monthly Water Outages / Interruptions Report

December 1 - 31, 2020

Prepared By: Jay Guyer on January 14, 2021

Planned Outage / Interruptions

Approximate
Duration

Hours / Minutes

Date

Location

No. of
Customers

Comments

No Planned Outages or Interruptions for the Month of December 2020.

Unplanned Outage / Interruptions

Approximate
Duration

Hours / Minutes

Date

Location

No. of
Customers

Comments

No Unplanned Outages or Interruptions for the Month of December 2020.